

CITY OF TEMPE

Part-Time Employment Opportunity



Community Services Department • Arts & Culture Division • 3340 S. Rural Road • 480-350-5034 • www.tempe.gov/EdnaArts

Arts Office Assistant

(Arts and Culture Division –Edna Vihel Arts Center)

Closing Date: Monday, May 10th, 2021

Hourly Wage: \$16.00 - \$18.00

Work Schedule: 19-28 hours a week with flexible days Monday–Saturday

This is a non-benefitted position.

The Arts Office Assistant position works at the front desk of the Edna Vihel Arts Center on Rural Road and Southern Avenue. We are seeking an assistant to help with administrative duties, class registration, accounting and marketing for the arts education programming. This role requires customer service skills, creativity, attention to detail, and project management skills.

Education and/or Experience:

Requires comprehensive computer skills; Responsible clerical experience including public contact; Related professional experience and/or completed course work in the visual arts, performing arts, arts education, communications, public relations, or marketing.

Essential Job Functions:

- Assist Arts Coordinator with the implementation of all arts education programming and registration, front desk coverage, and Edna Arts facility operations.
- Assists customers and patrons by answering questions related to the art education programming; processing registrations, scholarships, refunds and payments
- Assist instructors with classroom set-up, printing rosters, ordering supplies, reminder calls to patrons, collecting and compiling patron surveys
- Establish and maintain filing systems and financial reports; perform record keeping and track budgets for various programs. Compile and organize data for financial, operational and special project reports
- Regularly update and maintain website content. Assist with creating content for social media posts, press releases, fliers, marketing materials to promote and market arts programming
- Good written and verbal communication skills. Respond to inquiries from public, city staff, and arts instructors via telephone, e-mail, written correspondence.
- Ability to work on multiple concurrent projects and demonstrate effective time management and organization skills. Initiative and self-starter skills are essential.

Covid-19: We are currently offering distance learning through our all-virtual programming. Our building is closed to the public but there will be limited in person interaction with our staff. We follow health safety protocols including but not limited to: regular sanitization, social distancing, and masks. Selected candidate will receive paid training in Zoom and virtual program management.

Applicant Requirement: Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Email Resume to: Dani_Godreau@tempe.gov

For questions, please contact: Dani Godreau at 480-350-5034

An equal opportunity/reasonable accommodation employer